 *Job Posting: Children First Society*

**Out of School Program Support**

The Children First Society in Inuvik, NT is an early learning and care facility licenced for 127 children, ages 6 months to 12 years old. The Out of School Program Support will assist with the care of children and the safety and cleanliness in the school age and preschool programs. Under the direction of the Executive Director and the Team Leader the position will follow the policies of the board and NWT Day Care Regulations to ensure a quality preschool program.

***Experience and Qualifications***

As an early childhood Support you may be interested in beginning in the field or have some experience caring for children, or perhaps you have worked in a child care centre. You may have taken some workshops or courses in child development. Your experience in caring for children will allow you to work with the program team. You have experience in cleaning and organizing. You enjoy the idea of nurturing young children to grow and develop in a positive way. You are willing to learn about the new NWT Day Care regulations and requirements to allow you to carrying out policies and procedures established by the Board to ensure a safe environment for the children.

***Personal Suitability***

Working as a dynamic team member your energy and creativity helps you to play and guide the children in a developmentally appropriate program. Your compassion and understanding motivates you to build positive relationships with all the program children and their families. Your sound work ethics encourage you to be consistent and fair in a culturally diverse program. The flexibility you demonstrate is an asset to problem solving and conflict resolution with children and adults. Your dedication to children and their families motivates you to continue on in this demanding yet rewarding position.

***Compensation***

Compensation will be negotiated based on experience but will start from $19.00 per hour. Details will be finalized with the successful candidate.

ECD Certificate starts at $22.00 per hour

ECD Diploma starts at $24.50 per hour

***Applications***

Applications including cover letter and resume should be emailed to:

Children First Society   
Attn: Out Of School Programl Hiring  
childrenfirst@northwestel.net

This position is open until filled.



**Job DESCRIPTION**

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| **Position Status** | **Position Title** |
| **Full Time, Indeterminate** | **Out Of School Program Support** |

**PURPOSE OF THE POSITION**

The position provides support and care for children in the school age and preschool programs of the Children First Centre, which is a licensed daycare with 127 spaces for children aged 6 months – 12 years old. Under the direction of the Executive Director and team Leader, the position will follow the policies of the board and NWT Day Care Regulations to ensure adequate care, supervision and a developmentally appropriate program for the School age children ages 5-12 years of age. With support to all other programs as required.

**SCOPE**

Located in Inuvik the incumbent reports to the Executive Director and Team leader and is responsible for the day to day care and learning in the school age program. Support is also given to the rest of the programs covering lunch breaks and planning sessions when available.

**Responsibilities**

1. **Assist with a daily Out of School program that meets the goals and objectives of the Children First Centre, and the daily program requirements in the *Child* *Day Care Standards Regulations* using intentional practice.**

**Main duties:**

* 1. Observe children to record interests and needs
  2. Plan and implement activities to meet the Children First Centre goals and the cultural, physical, emotional, intellectual and social needs and interests of the children in the school age program
  3. Assist with a portfolio for each school age child to track the developmental needs and interests of the child
  4. Include children in planning sessions
  5. Keep parents informed of program expectations, program activities and their child’s progress
  6. Advise the Executive Director of equipment and maintenance needs
  7. Ensure equipment and the facility are clean, and safe at all times
  8. Follow sanitary, health and safety regulations.
  9. Keep program space clean and organized
  10. Involve self in spontaneous play.
  11. Encourage creativity and individuality of each child.
  12. Listen to the children.
  13. Communicate verbally and non-verbally with the children at an appropriate level.

1. **Assist in other program areas as available.**

**Main Duties**

* 1. Cover designated breaks and lunches of co-workers.
  2. Cover planning sessions of other program teams
  3. Cover weekly educational time of co-workers

1. **Supervise the children attending the facility.**

**Main duties:**

a. Ensure that children are supervised at all times

b. ensure required staff:child ratios in the school age programs

c. Accompany and supervise the school age program children during outings and to and from school

**4. Establish routines and procedures consistent with the Children First Centre policies.**

**Main duties:**

a. Identify and teach positive behaviours expected of children

b. Adjust expectations to match the development levels of the children

c. Include children in the establishment of clear routines and guidelines

d. Include child in the use of positive discipline for their behaviour

e. Maintain a professional attitude and confidentiality within the program at all times.

**5. Communicate regularly with parents and encourage their participation.**

**Main duties:**

a. Keep parents informed of their child’s progress and participation in the daily program

b. Establish regular communication with parents

c. Assist with and encourage opportunities for parents to be involved in the daily program,

**7. Pursue ongoing professional development through appropriate courses, seminars or workshops.**

**8. Perform other duties as required.**

**Requirements, Skills and Knowledge:**

**Must Have**

* **Current Standard First Aid**
* **Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP**
* **Statement about whether or not there are any outstanding criminal charges, and details**
* **Up-to-date immunizations**
* **Tuberculosis screening**

**Important:**

* Developing an understanding of child development theories and promising practices
* Experience with school age children is an asset
* Playful
* Nurturing
* Knowledge of relevant legislation, policies and procedures
* an understanding of the northern cultural environment
* ability to clean and organize
* Be able to maintain strict confidentiality in performing duties
* Team Player
* Effective positive communication skills
* Demonstrate sound work ethics